

Special Meeting

October 6, 2005
9:30 a.m.

A special meeting of the Municipal Civil Service Commission convened on Thursday, October 6, 2005, at 9:35 a.m. with Priscilla Tyson and Eileen Paley in attendance.

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RE: Request of the Civil Service Commission staff to lift the moratorium placed upon the classification Development Administrative Coordinator, revise the specification, retitle it to read Downtown Development Administrative Coordinator, and amend Rule XI accordingly (Class Code 0328).

PRESENT: Barbara McGrath, Executive Director

Barbara McGrath, Executive Director, presented this request from the Department of Development to lift the moratorium on the Development Administrative Coordinator classification in order to utilize the classification for a new position that would serve to enhance services specifically provided by the Downtown Development Office. This position would report to the Downtown Development Office Administrator and would coordinate projects supporting the Columbus Covenant and the Mayor's initiative having direct impact on downtown development. Based on the position description presented, Civil Service Commission staff requested that the specification be revised and retitled to read Downtown Development Administrative Coordinator to be more specific to the intended use of this classification within the Downtown Development Office.

By definition, the proposed Downtown Development Administrative Coordinator is responsible for directing and coordinating projects or activities relative to the City's Master Plan for downtown development. The definition statement was revised to be more descriptive of the overall purpose and function of this classification. The examples of work section was similarly revised to be more reflective of the work expected to be performed by a Downtown Development Administrative Coordinator. The proposed minimum qualifications would require possession of a bachelor's degree and three years of experience in city or regional planning, community or economic development, code enforcement, public administration, or closely related field. Because the proposed Downtown Development Administrative Coordinator would report to the Downtown Development Office Administrator, the current qualifications for the administrative coordinator should be somewhat less than its immediate supervisory classification, which requires four years of experience. It was also recommended that the current substitution, which allows a master's degree to substitute for one year of the required experience, remain. The knowledge, skills, and abilities section was revised to include those knowledge, skills, and abilities that are most important for successful job performance. No revisions were proposed to the 365-day probationary period or the noncompetitive examination type.

A motion to approve the request was made, seconded, and passed unanimously.

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The Commissioners adjourned this special meeting at 9:39 a.m.

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 Priscilla R. Tyson, Commission President

 November 10, 2005
Date